**Director of Development and Foundation Operations**

**Dysautonomia Foundation**, a small not-for-profit located in mid-town Manhattan, supporting medical care and scientific research for those affected by a rare Jewish genetic disorder, seeks a bright, dynamic individual to oversee fundraising and office operations.

**Qualifications**

3-5 years fundraising or related experience

Proficient in Microsoft Office suite, Excel in particular

Computer, tech and social media savvy

Ability to work with budgets and other financials

Highly organized and detail-oriented worker

Superior writing skills

Capable of working on multiple projects simultaneously, and prioritizing as needed

Experience planning and executing fundraising events

Comfortable working in a small office environment

Available to work some evenings and weekends for meetings and events

Ability to lift up to 25 pounds

**Responsibilities**Manage all details related to Foundation events and fundraising initiatives including:

* Develop and prepare printed materials
* Manage and manipulate lists
* Coordinate mailings (paper and electronic)
* Solicit donations (in-kind and other)
* Maintain financial reports in real time
* Oversee day-of-event logistics
* Prepare post-event follow up and acknowledgements

Supervise staff and volunteers

* Provide daily oversight to ensure that work is accurate, complete and on time
* Offer coaching and feedback as needed, as well as periodic review

Oversee Foundation Budgeting and Financials

* Manage mail and on line donations process
* Supervise data input to donor database
* Manage bill paying process
* Liaison with bookkeeper to reconcile monthly financial reports
* Provide support for annual audit process

Other

* Develop grant proposals
* Attend monthly board meetings; prepare and disseminate minutes

**To apply: please send resume, cover letter and writing sample to:** **letkind@familialdysautonomia.org**